

# LAPTOP DISTRIBUTION

**All students must be present to pick-up their own laptops and are required to bring and wear a face covering that covers the nose and mouth while indoors.** Parents **may not** pick up laptops for their child as students must sign for their device.

All information regarding our 1:1 Laptop program is located on the high school website under the “Academics” tab or via this link: <https://www.mahwah.k12.nj.us/domain/619>

## Requirements for laptop pick-up

- All outstanding fines must be paid in full. You will not have portal access if you owe a fine. Fines are cleared through the guidance department. Outstanding lunch fines should be paid via <https://payschoolscentral.com/> and a copy of the payment receipt brought to the guidance department.
- Bring your completed Medical Information Sheet (attached below for your convenience) as well as located on the website under Opening School packet.
- Electronically answer the questions in the Realtime Portal. **The portal opens on August 20<sup>th</sup>** . Both the parent/guardian and student must answer the questions on their respective student and parent portals.
  - 1:1 Laptop Agreement Form
  - 1:1 Acceptable Use Policy
  - 1:1 Network/Internet Access Acknowledgement
  - 1:1 Laptop Return Acknowledgement
  - 1:1 Remote Learning
- Bring a copy of proof of \$60.00 laptop insurance payment. Insurance should be made via <https://payschoolscentral.com> The same system is used by the District to provide parents/guardians a convenient, easy, and secure prepayment services to deposit money into your child's school lunch account. Link is also available on the high school website under “Popular links.”
- Bring your school ID card or Realtime Student Portal app on your smart phone so we can scan your barcode for inventory purposes. Bring your school ID card so we can scan your barcode for inventory purposes. **(Note: Grade 09/newly enrolled transfer students will be given ID/FOB cards at orientation. You do not need to pay for your ID/FOB card, the district provides you with your first high school ID/FOB card free of charge).**

If you need to replace a lost or damaged ID/FOB please email [crobinson@mahwah.k12.nj.us](mailto:crobinson@mahwah.k12.nj.us) so we can have the technology department create a new ID/FOB for your child and pay the \$10.00 replacement fee on PaySchools Central.

FYI clarification on ID/FOB replacement fee listed in PaySchools Central account: Do not click on the lost ID/FOB replacement fee in PaySchools Central UNLESS you need to replace a lost ID/FOB. The fee is listed on every student account in PaySchools Central in the event you need to buy a replacement ID/FOB card during the year because you LOST or damaged your ID/FOB.

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**Distribution schedule will be as follows for students in grades 10, 11, and 12:**

Day 1: Monday, August 30, 2021: 10:00 am to 4:00 p.m.

1. Students enter **DOOR 45** (to the left of the gymnasium entrance).
2. Pick up laptop in the following rooms:
  - Grade 10 room 233
  - Grade 11 room 235
  - Grade 12 room 237
3. Go to media learning commons to log in to re-establish network connection.
4. Exit Door 1 (Front steps of building) at the TBird

Day 2: Tuesday, August 31, 2021 11:00 p.m. to 4:00 p.m. for students in grades 10, 11, and 12.

1. Students enter **DOOR 45** (to the left of the gymnasium entrance).
2. Pick up laptop in the following rooms:
  - Grade 10 room 233
  - Grade 11 room 235
  - Grade 12 room 237
3. Go to media learning commons to log in to re-establish network connection.
4. Exit Door 1 (Front steps of building) at the TBird

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**Distribution schedule will be as follows for students in grades 9:**

Day 2: Tuesday, August 31, 2021 : 9:00 am to 11:00 p.m. during orientation in Room 226 Media Learning Commons.

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Students may pick up laptop computers in the Media Learning Commons in Room 226C, after school or at lunch, on September 9<sup>th</sup> and 10<sup>th</sup> if they are unable during August distribution.

John P. Pascale, M.Ed.  
Principal